

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **THIS POSITION IS OPEN TO CURRENT STATE EMPLOYEES ONLY**

#### **PROVIDER COMMUNICATIONS COORDINATOR**

Role Title: Policy and Planning Specialist I

Position #: 00311

Pay Band 4, Level II Hiring Range: \$31,979 - \$56,000

**Closing Date: January 30, 2017**

Exciting opportunity to serve as the writer/editor of Agency Provider Manuals and Medicaid Memoranda. The incumbent is responsible for reviewing informational and policy memoranda for accuracy, consistency, and readability, as well as rewriting material, and updating existing policy material, leading to timely production of Medicaid Provider Manuals and Medicaid Memoranda, and updating chapters of the Provider Manuals. Qualified applicants must have demonstrated ability to set/meet deadlines, and manage and organize projects effectively. Requires ability to communicate ideas and concepts clearly and concisely. Must have demonstrated ability to conduct independent research. Requires excellent organizational and proofreading skills. Must be proficient using publication application software, and have experience editing materials for publication and online access. Experience with technical writing or editing technical works preferred. Knowledge of Medicaid preferred. Degree with major coursework in journalism, communications, or English preferred.

#### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**